



JIM GIBBONS  
Governor

STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
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ANDREW K. CLINGER  
Director

GREG SMITH  
Purchasing Administrator

April 15, 2010

**MEMORANDUM**

To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Announcement of Vehicle Rental Contracts

The Purchasing Division is pleased to announce the award of contracts for vehicle rental to the Hertz Corporation and Enterprise Holdings. These new contracts are in effect as of April 13, 2010 and continue through October 18, 2012, with the option to extend for two (2) additional years. Whenever booking a rental vehicle, we encourage you to compare pricing with both vendors.

When utilizing these state contracts for out of state travel, you will be required to provide a vendor account number at the time of reservation. In-state travel (State Motor Pool overflow) is facilitated by Motor Pool pursuant to the State Administrative Manual (SAM), Section 0200. However, agencies not regulated by SAM may make reservations directly with the vehicle rental companies contracted for in-state travel following the same procedures as out of state travel.

**The use of these contracts is mandatory.** When renting a vehicle the driver does not need to purchase the additional insurance coverage offered by the vendor, as all insurance needs have been negotiated into the price of the vehicle. Should an employee be involved in an accident involving a vehicle rental, the employee should immediately report the accident to Law Enforcement to file a police report; seek the appropriate medical assistance, if necessary; advise and provide all information to your agency, the Attorney General's Office and the Risk Management Division.

View these contracts and additional information on the Purchasing Division's web site at <http://purchasing.state.nv.us> and click on the "Contract Information" link for pricing and other information.

*Please visit our website at <http://purchasing.state.nv.us>*

<b>Vendor</b>	<b>Reservation Number/ Mandatory Account No.</b>	<b>Contact Information</b>
<i>Enterprise Holdings</i>	<b>1-800-499-8370 NA54621</b>	<b>Rose Marie Cramer 702 597-4554</b>
<i>The Hertz Corporation</i>	<b>1-800-654-3131 Domestic 1-800-654-3001 International CPD #88103</b>	<b>Jennifer Galvin 1-800 229-8749</b>

If you require additional information regarding vehicle rentals, please contact Lyn Callison at (775) 684-0198, or via email at [llcalliso@purchasing.state.nv.us](mailto:llcalliso@purchasing.state.nv.us). If you have questions regarding insurance coverage or requirements, please contact Maureen Martinez, Risk Management, at (775) 687-3193.

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